



Job Profile

Post Title:	Fuel Infrastructure Project (FIP) Maintenance Worker
Portfolio:	Programme Management Office
Responsible to:	Maintenance Team Leader
Responsible for:	N/A
Grade:	Band B

Job Purpose

To improve the lives of all within our community and help the island thrive by performing preservative maintenance to the FIP as built fuel facilities to prevent deterioration.

Main Duties and Responsibilities

- Work to the FIP's fuel facilities preservation and maintenance programme. This includes tasks such as the following:
 - General cleaning.
 - Sump pumping.
 - Weeding.
 - Fence inspection and repair.
 - Lock inspection and repair.
 - Drain clearing.
 - Rust removal and patch painting.
 - Valve operation and maintenance.
 - Equipment cleaning, lubrication and protection.
- Keep accurate records of all preservation maintenance work.
- Assist stores personnel with moving or stacking materials and equipment.
- Take responsibility for site maintenance, particularly relating to the SHAP fuel systems in Rupert's and at the Airport. From time to time this may involve work in other parts of the Airport Development Area.
- Take responsibility for site cleanliness and the security of site contents including machinery, tools and equipment.
- Take responsibility for ensuring good health and safety practices are adopted whilst carrying out tasks.

Special Conditions



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- Working at a height up to 6 metres above ground level at times to undertake maintenance work.
- Use and operation of power tools necessary for the completion of all maintenance tasks
- Working in a dusty environment and exposed to paints and preservatives.
- Being available, when needed, to drive an SHG vehicle that will allow the timely undertaking and completion of all SHAP related tasks, this may include transporting labour to and from work sites, and to any other designated area or site and or collection of large items when procured offshore or locally.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme.	ii
Analysis and use of Information: Is able to identify when information received is relevant to and should be used in completing an activity. Follows guidelines for identifying problems. Gathers and summarises data when required.	ii
Decision Making: Gathers information from appropriate sources to make routine decisions. Solves problems that have implications for others in own team.	ii
Working with Others: Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Builds good relationships with a range of people. Engages effectively with others in order to understand their requirements and develop appropriate solutions/improvements. Raises difficult issues with others in order to resolve them.	ii
Communication: Can write clearly without spelling or grammatical errors. Uses jargon free language. Is able to record factual information accurately.	ii
Influencing and Persuading: Is receptive to constructive feedback.	ii



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Expresses a difference of opinion in an appropriately controlled and constructive manner. Supports team members working on the same or related work activities. Seeks clarification to ensure requests are understood.	
Dealing with Change: Sees change as an opportunity. Supports colleagues in understanding change. Participates readily in change initiatives. Assists others to accommodate change. Focuses on benefits to self and/or others.	ii
Continuous Improvement: Makes business and efficiency improvements through use of appropriate systems and tools. Able to coach and develop individuals. Shares knowledge and experience with others. Manages own development and performance. Learns lessons from both successes and failures.	ii
Managing Resources: Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.	ii



Job Profile

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Basic literacy and numeracy	E	✓	
Basic First Aid	D	✓	
Driving Licence class A & C	E	✓	
Knowledge & Experience:			
Experience of similar maintenance work	E	✓	✓
Competent in the use and maintenance of small machinery	E		✓
Experience of weed control including spraying of herbicides	E		✓
Awareness Health and Safety best practice	E		✓
			✓
Skills & Abilities:			
Good time management skills	E		✓
Ability to work independently	E		✓
Good verbal communication skills	E		✓
A pro-active and diligent individual with attention to detail	E		✓
Able to complete works to a per-determined work schedule	E		✓
Other:			
Ability to withstand working in a dusty environment and not afraid to get dirty on occasion	E		✓

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.



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TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

None.